

Data Management Roles and Responsibilities in Land Use Planning

Position Function	BDA	SDA	SBA	NDS	SDS	FDS	GIS	SPL	PTL
Develop/Issue national data policy	L	S	S	S					
Develop/Issue state-specific data policy		L	S		S				
Develop planning data requirements database	S		S	L					
Develop/Propose Bureau data standards	S	S		L	S				
Manage/Maintain record of approved data standards	L	S		S					
Develop/Propose state-specific data standards		S			L	S			
Approve final data standards (by subject area)	S			L	S				
Develop quality control procedures	S			L	S				
Implement quality control procedures				S	S	S			L
Identify data needs/status; incorporate into prep plan		S				S	S	S	L
Coordinate prep plan review within state		S			S			L	
Develop/Implement procedures to archive/back-up, restore data		S	L						
Manage user access and security		S	L						
Create metadata					S	L	S		
Submit metadata to clearinghouse node		S				S	L		
Manage metadata clearinghouse node	L	S							
Manage planning data/metadata (plan level)		S	S			S	L		
Manage/Maintain bureau data dictionary	L	S		S					
Manage/Maintain state data dictionary	S	L	S		S				
Develop final data status table (for land use plan)						S	S		L
Coordinate among national data stewards	L			S					
Coordinate among state data stewards (within subject areas)				L	S				
Coordinate among state data stewards (within state)		L			S				

BDA - Bureau Data Administrator

SDA - State Data Administrator

SBA - State Database
Administrator

NDS - National Data Steward

SDS - State Data Steward

FDS - Field Office Data Steward

GIS - GIS Coordinator/Specialist

SPL - State Planning Lead

PTL - Planning Team Leader

L designates "lead" responsibility for the function; S designates "support" role for the function

Planning Data Management Roles and Responsibilities

Bureau Data Administrator: *Technical expert with detailed knowledge of data management principles and practices;* develops and issues bureau data policy for all aspects of data management; works closely with WO Senior GIS Specialist on policies concerning spatial data; provides coordination among National Data Stewards in identifying needs and developing data standards; responsible for management and maintenance of record of approved data standards; manages FGDC metadata node (planning data pilot delegated to Oregon SO); responsible for management and maintenance of the Bureau Data Dictionary.

State Data Administrator: *Technical expert with detailed knowledge of data management principles and practices;* develops and issues state-specific data policy; coordinates activities among state data stewards to ensure effective exchange of information and experiences across subject areas; responsible for management and maintenance of state data dictionary.

State Database Administrator: *Technical expert with detailed knowledge of database design, management, and operation;* responsible for database architecture, user access and security, data restoration, and performance of shared databases to meet multiple needs; develop physical data structures in consultation with State Data Administrator systems.

National Data Steward: *Subject matter expert for a particular subject area;* assigned by WO group managers; develops planning data requirements database in conjunction with Bureau Data Administrator and planning staff; develops national standards and quality control procedures for data in designated subject area; provides coordination among state data stewards in subject area; approves final data standards in concert with Bureau Data Administrator; reviews preparation plans for new land use plans and plan amendments to ensure compliance with existing data standards and identification of needs for new standards; develops and maintains a list of priorities for standards development and adoption in subject area; establishes teams as necessary to develop new standards.

State Data Steward: *Subject matter expert for a particular subject area;* assigned by state managers; implements national data standards and quality control procedures within the state in designated subject area; develops and implements state-specific standards, quality control procedures, etc.; reviews preparation plans for new land use plans and plan amendments to ensure compliance with existing data standards and identification of needs for new standards; serves on teams as necessary to develop new standards.

Field Office Data Steward: *Subject matter expert for a particular subject area;* designated by FO managers; supports State Data Steward in carrying out responsibilities; creates FGDC-compliant metadata in designated subject area.

GIS Coordinator/Specialist: *Technical expert in GIS technology and applications;* (the responsibilities listed here will normally be carried out by a GIS Specialist assigned to the planning team); provides planning team with geospatial tools and technologies; implements spatial data standards (national/regional/state/local); assists data providers in preparing metadata; submits completed metadata files to clearinghouse node; assists systems administrator in managing planning geospatial data.

State Planner: *Program Manager for land use planning in a state;* Reviews preparation plans and coordinates review by others (e.g. State Data Stewards, State Data Administrator, GIS Coordinator) to ensure compliance with bureau requirements for metadata and data standards and to share problems and solutions among planning efforts.

Planning Team Leader: *Project manager for an individual land use plan or plan amendment;* provides oversight during development of preparation plan to ensure that data needs and data gaps are clearly documented; provides oversight during entire planning process that data quality control procedures are in place and functioning; ensures that all planning data are adequately stored, maintained, and archived and are available to all team members; responsible for preparation of final data status table to be included in land use plan.